



Contra Costa Consortium

City Data Service User How-To Guide

Revised October 2019

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Getting Started

1. Do not use Internet Explorer – Use Chrome or Firefox
2. Log-In Page: Go to www.citydataservices.net. Use your agency’s log-in and password (there are no individual accounts)



Navigating City Data Services

1. Main Agency Page: Make sure you are working in the correct fiscal year and in the correct jurisdiction. You can also look at previous years’ reports by clicking the “Change to FY 20XX/XX” button. If you have any problems, you can find your jurisdiction’s staff contact information in the red boxes. Here’s Walnut Creek staff information as an example:

City: **Walnut Creek**

Margot Ernst
1666 North Main Street
Walnut Creek, CA 94596
Phone: (925) 943-5899 x2208
Email: ernst@walnut-creek.org

Sherluna Vien
Assistant Planner, City of Walnut Creek
Phone: (925) 943-5899 x 2652
Email: vien@walnut-creek.org

Help with this page
[Logout](#)

You are working in FY 2018/19

Change to [FY 2017/18](#)

Antioch Concord Pittsburg Richmond **Walnut Creek** Contra Costa State ESG

To view your reports, click on the link in the "Next Report" column.

Agency Program

Next Report: [3 Qtr](#) Application: [Submitted FY2019 App](#)

1 total Programs

2. Click on your agency. It will bring you to your program main page, which should look like this:

The screenshot shows a web interface for a program. At the top, a yellow banner reads "You are working in FY 2018/19". Below this, the text "Program Name:" is followed by a blank input field. To the right of the input field is a blue button labeled "Return to Main Page". Below the input field are three blue buttons: "Admin Info", "Contract Info", and "Go To Reports". At the bottom right of the interface is a small grey button labeled "Submit Data".

- A. The Contract Info page is auto-populated using information from your application and contract.
- B. On the Admin Info page, the information must also be filled out. In addition, the following documents must also be uploaded:

The screenshot shows a list of document upload options. Each option consists of a label followed by a grey button with the text "Upload New [Document Type]". The options are: "Liability Insurance:" with "Upload New Liability Policy"; "Auto Insurance:" with "Upload New Auto Policy"; "WC Insurance:" with "Upload New Workers Comp Policy"; "Audit Information:" with "Upload New Audit"; "Board of Directors:" with "Upload New Board of Directors"; "Authorized Signatory:" with "Upload New Authorized Signatory"; and "<Download Blank Document>:" with "Upload New Authorized Signatory". Below these is a "Staff List:" label followed by a blue link "Edit Staff List". At the bottom left is a grey button labeled "Submit Data".

It is important that these documents be updated and re-uploaded as required. You will need an Authorized Signatory. Download the template and put it on the agency's letterhead; change the dates, sign, and upload the document. We recommend that you have a main signer and an alternative.

- C. The Go To Reports page will keep record of report due dates, drafted reports, reports waiting for review, as well as received and archived reports.

Applications and Contracting

The Contra Costa Consortium (Contra Costa County, Antioch, Concord, Pittsburg, and Walnut Creek) all use City Data Services to review funding applications, generate contracts, and process quarterly reports. This allows grant Subrecipients to report in a more streamlined way. This is an example of a program receiving funding from different cities:

Assigned Reports: [Client Intake](#)
 Quarterly Progress Report
 Sources & Uses
 Expense Summary

Reports Currently Due:
 Sources & Uses, for 3 Qtr FY18-19 [Click to Complete](#) Due Apr 15, 2019

Reports Not Due Yet:

Draft Reports:
 Expense Summary, for 3 Qtr FY18-19 [Click to Complete](#), Due Apr 15, 2019 [View or Print](#) [Upload/View Docs](#)
 Other Jurisdiction Status: Antioch-[Click to Complete](#) Concord-[Click to Complete](#) Pittsburg-[Click to Complete](#) Contra Costa-[Click to Complete](#)

Reports Awaiting City/County Review:
 19/20 Renewal App , for FY 2020 [Click to Review](#) Due Feb 5, 2020 [View or Print](#) [Upload/View Docs](#)
 Antioch- Reviewed Concord- Reviewed Pittsburg- Not Reviewed Walnut Creek- Not Reviewed Contra Costa- Not Reviewed

Create a Budget Revision Request: [Click here to create a new Budget Revision Request](#)

Received/Archived Reports:

Sources & Uses	2 Qtr FY18-19	Edit	View or Print	
Sources & Uses	1 Qtr FY18-19	Edit	View or Print	
Quarterly Progress Report	3 Qtr FY18-19	Edit	View or Print	
Antioch- Reviewed	Concord- Reviewed	Pittsburg- Not Reviewed	Walnut Creek- Reviewed	Contra Costa- Not Reviewed
Quarterly Progress Report	2 Qtr FY18-19	Edit	View or Print	Upload/View Docs
Quarterly Progress Report	1 Qtr FY18-19	Edit	View or Print	Upload/View Docs
Expense Summary	2 Qtr FY18-19	Edit	View or Print	Upload/View Docs
Expense Summary	1 Qtr FY18-19	Edit	View or Print	Upload/View Docs
2018 RFR #19319	thru 12/31/2018	Edit	View or Print	
Antioch- Reviewed	Concord- Reviewed	Pittsburg- Not Reviewed	Walnut Creek- Reviewed	
2018 RFR #18807	thru 09/30/2018	Edit	View or Print	
Contract Information	FY 2018	Edit	View or Print	

And this is an example of a program receiving funding from Walnut Creek only:

Assigned Reports: [Client Intake](#)
 Quarterly Progress Report
 Sources & Uses
 Expense Summary

Reports Currently Due:

Reports Not Due Yet:
 Quarterly Progress Report, for 4 Qtr FY18-19 [Click to Complete](#) Due Jul 15, 2019

Draft Reports:

Reports Awaiting City/County Review:
 Sources & Uses, for 2 Qtr FY18-19 Due Jan 15, 2019 [View or Print](#)
 Walnut Creek- Not Reviewed

Expense Summary, for 2 Qtr FY18-19 Due Jan 15, 2019 [View or Print](#) [Upload/View Docs](#)

Request for Reimbursement, for 12/31/2018 [View or Print](#)
 Walnut Creek- Not Reviewed

19/20 Renewal App , for FY 2020 Due Feb 5, 2020 [View or Print](#)
 Walnut Creek- Not Reviewed

Received/Archived Reports:

Sources & Uses	1 Qtr FY18-19	View or Print	
Quarterly Progress Report	3 Qtr FY18-19	View or Print	
Quarterly Progress Report	2 Qtr FY18-19	View or Print	Upload/View Docs
Quarterly Progress Report	1 Qtr FY18-19	View or Print	Upload/View Docs
Expense Summary	1 Qtr FY18-19	View or Print	Upload/View Docs
2018 RFR #18808	thru 09/30/2018	View or Print	
Contract Information	FY 2018	View or Print	

Applications

When the application for funding for the next fiscal year is up, there will be a link on the home page:

City: **Walnut Creek**

Help with this page
Logout

Create a new FY 2020/21 Public Services Application

You are working in FY 2019/20 Change to FY 2018/19

Antioch Concord Pittsburg Richmond Walnut Creek Contra Costa State ESG

To view your reports, click on the link in the "Next Report" column.

Agency	Program
1 total Programs	Application Re-Apply for FY2020

And this is what the first window of the application looks like:

Contra Costa Consortium
(Cities of Antioch, Concord, Pittsburg, Walnut Creek, and the County of Contra Costa)
Application for Funding for FY 2020-21 and FY 21-22
Community Development Block Grant (CDBG) and Emergency Solutions Grant (ESG) Projects
Public Service, Economic Development, and Infrastructure/Public Facilities
Due by 5pm, December 9th, 2019

[Click Here](#) to see the Application Guidelines for FY20/21.
[Click Here](#) to see the RFP for FY20/21.

SECTION 1. APPLICANT AND PROGRAM/PROJECT INFORMATION

Applicant Name:		
Applicant Address:		
DUNS Number:	(Get a DUNS #)	Federal EIN/TIN Number:
Type of Applicant	Non-Profit	
Program/Project Name:		
Brief Project Description (Max 4 Lines):		
Submitted By:	Title: Executive Director	Phone:
E-mail:	Fax:	Website:
Project Manager:	Title: Executive Director	Phone:
E-mail:	Fax:	
Executive Director:	Title: Executive Director	Phone:
E-mail:	Fax:	
Finance Contact:	Title:	Phone:
E-mail:	Fax:	

CDBG Project - Please Check Boxes for Category & Subcategory
 Emergency Solutions Grant (ESG) Project, Contra Costa or State Funded


We are applying for funding from:

Antioch Concord Pittsburg Walnut Creek Contra Costa

After making your selections above, [Click Here](#) to format the remainder of the application based on your choices above.

1. Fill out all sections of the application:
 - **Applicant and Program/Project Information:** Applicant Name, Address, Program/Project Name, Project Description, and Performance Outcome Statements
 - **Budget:** Enter the clients to be served. Boxes will auto-populate from Chart A (Proposed Sources and Uses below Section 3) or other calculations. Input goal numbers. Budget needs to reflect all funding sources.
 - **Staff List:** Update staff list as needed to reflect any transitions. Be sure to fill out the Full Time Employee (FTE) when managing your staff list. The FTE is based off the allocated hours the employee is working on the program.
 - **Files to be Uploaded:** You are required to upload all listed attached files to City Data Services.
 - **Save or Submit:** If you are not ready to submit your information, click “Save as Draft” at the bottom of the page. If you are ready to submit, verify that all entered information is correct, enter your name, and then click the “Submit Information to the City” button.
2. After you submit your application for funding, it will show up under “Reports Awaiting City/County Review.” City/County staff will review it and may contact you with questions. Once their City Council or Board of Supervisors has approved the funding, staff will contact grant Subrecipients to notify them of their funding level for the next fiscal year. Subrecipients may need to adjust their budget based on what they requested and their actual level of approved funding. Based on the revised budget, Subrecipients may also need to update the goals they set for the year. To update your budget, wait until you are notified by the City or County and then click on “Contract Information” to and make any edits as necessary.

Contracts


 Margot Ernst
 1666 North Main Street
 Walnut Creek, CA 94596
 Phone: (925) 943-5899 x2208
 Email: ernst@walnut-creek.org

City: **Walnut Creek**

Sherluna Vien
 Assistant Planner, City of Walnut Creek
 Phone: (925) 943-5899 x 2652
 Email: vien@walnut-creek.org

[Help with this page](#)

[Return to Main Page](#)

Agency: _____

Contract Information Document

In the top right hand corner of the Contract Information Document page, there is a green Help button that can provide you with information on how to fill out the reports within City Data Services. **This help button also appears on all of the report pages, should you need assistance.**

Reports Currently Due:

Reports Not Due Yet:
 Quarterly Progress Report, for 4 Qtr FY18-19 [Click to Complete](#) Due Jul 15, 2019

Draft Reports:
 Contract Information, for FY 2019 [Click to Complete](#) **Due Jun 24, 2019** [View or Print](#)

1. After your Application has been submitted, it will auto-populate into a generated contract for you to update and complete for the new fiscal year. The due date for your Contract Information will automatically appear next to the “Click to Complete” button.

Persons/Households Persons

Persons
 Owners
 Renters

Performance Measurement (Contract)-
 Walnut Creek:

Eligibility Verification Type: **Required, N/E**
 Staff List: [Edit Staff List for Antioch](#)
 Staff List: [Edit Staff List for Concord](#)
 Staff List: [Edit Staff List for Pittsburg](#)
 Staff List: [Edit Staff List for Walnut Creek](#)
 Staff List: [Edit Staff List for Contra Costa](#)

Choose

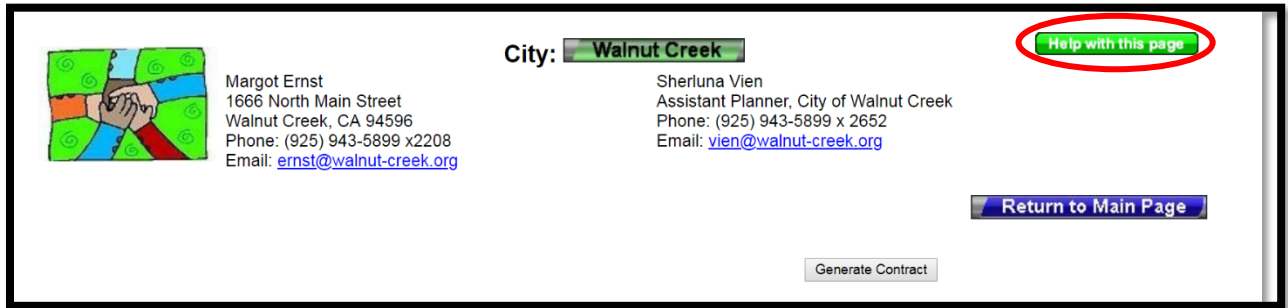
Goal of Clients to be Served:

Jurisdiction	Clients
Antioch	270
Concord	150
Pittsburg	80
Walnut Creek	50
Contra Costa	450

- Ensure that your staff contact information is updated and correct.
- **Persons/Household:** Ensure that the type of people your project serves is selected.
- **Eligibility Verification Type:** Choose from the three options on the dropdown menu. Income verification means your program must collect income certification forms from clients. Presumed beneficiary means your program serves client types that HUD assumes are low-income, such as the homeless, seniors over 62, and others. Presumed beneficiary programs do not need to collect income certification forms from clients. Area benefit means the program serves a geographic area that is low-income. If you are unsure of what to choose, ask your City/County staff contact.
- **Goals of Clients to be Served:** Ensure the Goal numbers align with your Application, or update the number of clients you can serve based on your approved funding level, which may be lower or higher than the amount you applied for.

- **Budget:** If your approved funding level is different than the amount requested in your application, update your budget.
- **Submit:** Submit your Contract Information by the deadline or save it as a draft.

Reporting




The screenshot shows a reporting interface for Walnut Creek. On the left, there is a logo of hands holding a globe and contact information for Margot Ernst: 1666 North Main Street, Walnut Creek, CA 94596, Phone: (925) 943-5899 x2208, Email: ernst@walnut-creek.org. In the center, the 'City' dropdown menu is set to 'Walnut Creek'. On the right, there is contact information for Sherluna Vien: Assistant Planner, City of Walnut Creek, Phone: (925) 943-5899 x 2652, Email: vien@walnut-creek.org. A green 'Help with this page' button is circled in red in the top right corner. Below it is a blue 'Return to Main Page' button. At the bottom center is a grey 'Generate Contract' button.

In the top right hand corner, there is a green Help button that can provide you with information on how to fill out the reports within City Data Services. **This help button also appears on all of the report pages, should you need assistance.** Once a report has been started and saved, but not yet finished, it will move down under “Draft Reports.”

Subrecipients of CDBG or other local funds must fill out and submit these reports (in this order):

A. Quarterly Progress Report

1. Click on Go to Reports to bring you to the yellow page. Find “Quarterly Progress Report” and click “Click to Complete” to bring up the Quarterly Report.



City: **Walnut Creek** [Help with this page](#)
 Margot Ernst
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 Sherluna Vien
 Assistant Planner, City of Walnut Creek
 Phone: (925) 943-5899 x 2652
 Email: vien@walnut-creek.org

You are working in FY 2019/20 Change to [FY 2018/19](#)

NOTE: Your login will timeout after 4 hours of inactivity.
Please save your work if you leave the computer.

[Return to Main Page](#) [Admin Info](#) [Contract Info](#)

Program:
Agency:

Assigned Reports: [Client Intake](#)
 Quarterly Progress Report
 Sources & Uses
 Expense Summary

Reports Currently Due:

Reports Not Due Yet:
 Quarterly Progress Report, for 1 Qtr FY19-20 [Click to Complete Due](#) Oct 15, 2019
 Sources & Uses, for 1 Qtr FY19-20 [Click to Complete](#) Due Oct 15, 2019
 Expense Summary, for 1 Qtr FY19-20 [Click to Complete](#) Due Oct 15, 2019

Draft Reports:

Reports Awaiting City/County Review:

Create a Request for Reimbursement: [Click here to create a new Request for Reimbursement](#) For FY2019-2020 Expenses Only.

Received/Archived Reports:
 Contract Information FY 2019 [View or Print](#)

2. Fill out the forms.
 - A. Always enter the number # of low-income served and the race/ethnicity data.
 - B. If a subrecipient is not on track to meet their goal that quarter, the narrative under “problems/challenges” should explain why and what they will do the next quarter to meet their goals.

2. TOTAL # OF Persons THAT ACHIEVED PRIMARY OUTCOME/GOAL

Jurisdiction	Annual Goal	Q1 # Served	Q2 # Served	Q3 # Served	Q4 # Served	Year-End Total	Cumulative Percentage %
Antioch	270	198	196	114		508	188%
Concord	150	269	195	176		640	427%
Pittsburg	80	70	79	61		210	263%
Walnut Creek	50	12	11	14		37	74%
Contra Costa	450	513	345	448		1,306	290%
TOTAL	1,000				TOTAL	2,701	270%

3. INCOME LEVEL

Presumed Beneficiary: .

Jurisdiction	# Extremely Low Income (30% of median)					# Very Low Income (50% of median)					# Low Income (80% of median)					Overall Total	Overall Percent			
	Q1	Q2	Q3	Q4	YE	Q1	Q2	Q3	Q4	YE	Q1	Q2	Q3	Q4	YE					
Antioch	198	196	114		508					0					0	508	100%			
Concord	269	195	176		640					0					0	640	100%			
Pittsburg	70	79	61		210					0					0	210	100%			
Walnut Creek	12	11	14		37					0					0	37	100%			
Contra Costa	513	345	448		1,306					0					0	1,306	100%			
	TOTAL					2,701	TOTAL					0	TOTAL					0	2,701	100%

- At the end of the progress report, you will be prompted to upload any additional documents. If you need help, there is a link that will guide you.

7. PROBLEMS & RESOLUTIONS

Discuss any challenges encountered by policy or program operations and describe actions taken to meet or resolve them during the report period.

You have 5000 characters left.

Files to be Uploaded

[How to upload documents?](#)

- Board Minutes.
- Other documents to upload:
- Other documents to upload:

Currently Attached Files


I certify that this report is true and correct to the best of my knowledge. Type Name

Here:

This report must be filled out and submitted electronically. Please fill in all applicable boxes above, enter your name, and click the "submit report to city" button

B. Expense Summary

- Under **Reports Currently Due**, click to complete the **Expense Summary**.



City: **Walnut Creek** [Help with this page](#)
 Margot Ernst
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 Email: vien@walnut-creek.org

You are working in FY 2019/20 Change to [FY 2018/19](#)

NOTE: Your login will timeout after 4 hours of inactivity.
Please save your work if you leave the computer.

[Return to Main Page](#) | [Admin Info](#) | [Contract Info](#)


Program: **CIC Child Sexual Assault Intervention**
Agency: Community Violence Solutions (CVS)

Assigned Reports: [Client Intake](#)
 Quarterly Progress Report
 Sources & Uses
 Expense Summary

Reports Currently Due:

Reports Not Due Yet:
 Quarterly Progress Report, for 1 Qtr FY19-20 [Click to Complete](#) Due Oct 15, 2019
 Sources & Uses, for 1 Qtr FY19-20 [Click to Complete](#) Due Oct 15, 2019
 Expense Summary, for 1 Qtr FY19-20 [Click to Complete](#) Due Oct 15, 2019

- Click on **Manage Staff List** in the upper right corner. The staff list is used to populate the personnel section of the Expense Summary (if applicable). Update the list each time there has been a staff change or change in salary that will be funded by CDBG. You can add an employee or edit the name and hourly rate in the staff list. Only positions approved in the budget will appear. If you do not have staff costs in your budget, skip this step.



City: **Walnut Creek** [Help with this page](#)
 Margot Ernst
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 Email: vien@walnut-creek.org

[Manage Staff List](#)
 To enable template upload, [click here](#)

- Complete the **Expense Summary**. Enter the number of lines needed in the green box to add lines for Personnel Expense Summary and Operating Expense Summary (if applicable). Click the down arrow where it says **Choose**, and select the appropriate budget line item. Only line items in your approved budget will appear. **If you need to make changes to the budget, contact your CDBG program manager.**

Personnel Expense Summary

Number of lines needed: 2

Program Staff ?	Position	Pay Period	Total Hours Worked on Program	Hours Charged to Concord CDBG	Hourly Rate	CDBG Cost	Payment Date	Check Number
Choose ▾						\$0.00		
Choose ▾						\$0.00		
TOTALS			0.00	0.00		\$0.00		

Personnel Expenses Claimed for Reimbursement \$0.00

Operating Expense Summary

Number of lines needed: 3

Budget Line	Vendor	Invoice/ Receipt Date	Invoice/ Receipt Number	Amount	Payment Date	Check Number
Choose ▾						
Choose ▾						
Choose ▾						
Operating Expenses Claimed for Reimbursement				\$0.00		

Total Expenses Claimed for Reimbursement **\$0.00**

Expense Summary Submission Status:
Walnut Creek: Not Submitted

4. When complete, click the check box below, type your name and click **Submit Report to Program Manager**:

I certify that this report is true and correct to the best of my knowledge. Back-up documentation to support this certified request is available for review.

Type Name Here:

5. After you submit your expense summary, you will be redirected to the yellow **Reports** page.

- Total expenses should be equal to the same amount on the Sources & Uses report.

Total Expenses Claimed for Reimbursement	\$5,421.10
Total Remaining Budget	\$9,025.11

6. After you have started your Expense Summary, you can upload backup documentation, such as staff timesheets. The Expense Summary will be moved down under Draft Reports with a link to upload any documents.

Program:
Agency:

Assigned Reports: [Client Intake](#)
 Quarterly Progress Report
 Sources & Uses
 Expense Summary

Reports Currently Due:
 Quarterly Progress Report, for 1 Qtr FY19-20 [Click to Complete](#) Due Oct 15, 2019
 Sources & Uses, for 1 Qtr FY19-20 [Click to Complete](#) Due Oct 15, 2019

Reports Not Due Yet:

Draft Reports:
 Expense Summary, for 1 Qtr FY19-20 [Click to Complete](#), Due Oct 15, 2019 [View or Print](#) [Upload/View Docs](#)
 Other Jurisdiction Status: Antioch-[Click to Complete](#) Pittsburg-[Click to Complete](#) Contra Costa-[Click to Complete](#)

7. Find the button to upload the documents on the right hand side of the page.

[Go To Reports](#)

Agency:
Program:
NOTE: Uploaded information is potentially subject to public viewing on the Internet. Do not upload documents that contain personal information (home address, phone numbers, SSN, etc)

Document Upload
Select documents below to review or upload.

Document Type	Current Attachments	Attach Existing Uploaded Document	Upload New Document (Max size 15MB)
Expense Attachments		<input type="text" value="Select Existing Document"/> <input type="button" value="Attach Existing Document"/>	Document to upload: <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload Document"/>


C. Sources & Uses (S&U)

1. If you are using City Data Services for the first time, click the appropriate check boxes for the sources of funds, which will create the appropriate number of lines in the spreadsheet.

SOURCES OF FUNDS
Please select all sources of funds for your project, then click on the 'Choose Sources' button. This will create for you a budget chart, below, on which to enter your project's budget.

Contra Costa CDBG Sources	Other Sources	# of sources	HUD Leveraging Category
<input checked="" type="checkbox"/> Antioch CDBG	<input type="checkbox"/> Federal		
<input checked="" type="checkbox"/> Concord CDBG	<input checked="" type="checkbox"/> State	1	
<input type="checkbox"/> Pittsburg CDBG	<input checked="" type="checkbox"/> Foundations	9	
<input type="checkbox"/> Richmond CDBG	<input checked="" type="checkbox"/> Corporations	5	
<input checked="" type="checkbox"/> Walnut Creek CDBG	<input checked="" type="checkbox"/> Individuals	6	
<input checked="" type="checkbox"/> Contra Costa CDBG	<input type="checkbox"/> Other CDBG		
	<input checked="" type="checkbox"/> Other Martinez	1	<input type="text" value="Choose Fund Category"/>
	<input type="checkbox"/> Other		

- Click on the **Import Expenses from Expense Summary** button to populate the Sources & Uses from data that you entered in the Expense Summary.



City: Walnut Creek

[Help with this page](#)

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[Return to Main Page](#)

**COMMUNITY DEVELOPMENT BLOCK GRANT
FY 2019 SOURCES AND USES REPORT
Quarter 1 FY 19-20**

Program:
Agency:

[Reload Budget from Contract Information/Budget Revisions](#)

 [Import Expenses from Expense Summary](#)

Expense Summary Status:
Antioch: Not Submitted
Walnut Creek: Not Submitted
Contra Costa: Not Submitted

- You will need to manually input the revenue received for the quarter from other sources of funding. When complete, click on the box at the bottom to certify that the report is true and correct, type your name and click on **Submit report to CDBG program manager**.

Revenues												
SOURCES OF FUNDS	Antioch CDBG				Concord CDBG				Walnut Creek CDBG			
	Budget	Revenue Previous Periods	Revenue This Period	Balance	Budget	Revenue Previous Periods	Revenue This Period	Balance	Budget	Revenue Previous Periods	Revenue This Period	Balance
Revenue	\$5,000.00			\$5,000.00	\$10,000.00			\$10,000.00	\$4,000.00			\$4,000.00
Expenses												
USES OF FUNDS	Antioch CDBG				Concord CDBG				Walnut Creek CDBG			
	Budget	Expense Previous Periods	Expense This Period	Balance	Budget	Expense Previous Periods	Expense This Period	Balance	Budget	Expense Previous Periods	Expense This Period	Balance
Personnel Expenses												
Executive Director	\$0.00			\$0.00	\$7,500.00		\$1,870.00	\$5,630.00	\$2,000.00			\$2,000.00
Finance Director	\$0.00			\$0.00	\$0.00			\$0.00	\$0.00			\$0.00
Case Manager	\$5,000.00			\$5,000.00	\$0.00			\$0.00	\$2,000.00			\$2,000.00
Administrator	\$0.00			\$0.00	\$0.00			\$0.00	\$0.00			\$0.00
Accountant	\$0.00			\$0.00	\$0.00			\$0.00	\$0.00			\$0.00
Case Management Assistant	\$0.00			\$0.00	\$0.00			\$0.00	\$0.00			\$0.00
Director of Communication	\$0.00			\$0.00	\$0.00			\$0.00	\$0.00			\$0.00
Volunteer Coordinator	\$0.00			\$0.00	\$2,500.00		\$630.00	\$1,870.00	\$0.00			\$0.00
Employee Benefits	\$0.00			\$0.00	\$0.00		\$0.00	\$0.00	\$0.00			\$0.00
Employee Taxes	\$0.00			\$0.00	\$0.00		\$0.00	\$0.00	\$0.00			\$0.00
Rent	\$0.00			\$0.00	\$0.00			\$0.00	\$0.00			\$0.00
Office Supplies	\$0.00			\$0.00	\$0.00			\$0.00	\$0.00			\$0.00
Telephone	\$0.00			\$0.00	\$0.00			\$0.00	\$0.00			\$0.00
Utilities	\$0.00			\$0.00	\$0.00			\$0.00	\$0.00			\$0.00

Revenue for the Quarter should equal Total expenses:

Walnut Creek				
SOURCES OF FUNDS	Budget	Revenue In	Revenue In	Amount Needed to Reach Budget
		Place Previous Quarters	Place This Quarter	
Revenue	\$17,000.00	\$2,553.78	\$5,421.10	\$9,025.11

Walnut Creek				
USES OF FUNDS	Budget	Expenses Incurred	Expenses Incurred	Balance
		Previous Quarters	This Quarter	
Project/Prog. Mgr.	\$0.00	\$0.00	0	\$0.00
Lead Outreach Specialist	\$0.00	\$0.00	0	\$0.00
Outreach Specialist	\$17,000.00	\$2,553.78	\$5,421.10	\$9,025.11
Outreach Dispatcher	\$0.00	\$0.00	0	\$0.00
Relief Staff	\$0.00	\$0.00	0	\$0.00
Outreach Coordinator	\$0.00	\$0.00	0	\$0.00
Employee Benefits	\$0.00	\$0.00	\$0.00	\$0.00
Other Expenses				
Direct Client Assistance	\$0.00	\$0.00	0	\$0.00
Office Supplies	\$0.00	\$0.00	0	\$0.00
Client Transportation	\$0.00	\$0.00	0	\$0.00
Program Supplies (includes ct. foo	\$0.00	\$0.00	0	\$0.00
Pre-employment/advertising exper	\$0.00	\$0.00	0	\$0.00
Software licenses/data/telephone	\$0.00	\$0.00	0	\$0.00
Nutritional Supplies	\$0.00	\$0.00	0	\$0.00
Staff Training	\$0.00	\$0.00	0	\$0.00
Vehicle lease/maintenance/repair	\$0.00	\$0.00	0	\$0.00
Indirect costs	\$0.00	\$0.00	0	\$0.00
Totals	\$17,000.00	\$2,553.78	\$5,421.10	\$9,025.11

- When you submit the S&U, you will be redirected to the yellow **Reports** page. You can now create a **Request for Reimbursement**.

D. Request for Reimbursement/ RfR

City: **Walnut Creek** [Help with this page](#)

Margot Ernst
1666 North Main Street
Walnut Creek, CA 94596
Phone: (925) 943-5899 x2208
Email: ernst@walnut-creek.org

Sherluna Vien
Assistant Planner, City of Walnut Creek
Phone: (925) 943-5899 x 2652
Email: vien@walnut-creek.org

You are working in FY 2019/20 Change to [FY 2018/19](#)

NOTE: Your login will timeout after 4 hours of inactivity.
Please save your work if you leave the computer.

[Return to Main Page](#) [Admin Info](#) [Contract Info](#)

Program: CIC Child Sexual Assault Intervention
Agency: Community Violence Solutions (CVS)

Assigned Reports: [Client Intake](#)
Quarterly Progress Report
Sources & Uses
Expense Summary

Reports Currently Due:

Reports Not Due Yet:
Quarterly Progress Report, for 1 Qtr FY19-20 [Click to Complete](#) Due Oct 15, 2019
Sources & Uses, for 1 Qtr FY19-20 [Click to Complete](#) Due Oct 15, 2019
Expense Summary, for 1 Qtr FY19-20 [Click to Complete](#) Due Oct 15, 2019

Draft Reports:

Reports Awaiting City/County Review:

Create a Request for Reimbursement: [Click here to create a new Request for Reimbursement For FY2019-2020 Expenses Only.](#)

Create a Budget Revision Request: [Click here to create a new Budget Revision Request](#)

Received/Archived Reports:
Contract Information FY 2019 [Edit](#) [View or Print](#)

5. Data from the Sources & Uses will need to be imported to the RfR. You will need to select the quarter for which you are seeking reimbursement, followed by clicking the “Import Values” button.

[Return to Main Page](#)

**REQUEST FOR REIMBURSEMENT
FOR ALL COMMUNITY GRANT FUNDING (CDBG & OTHER)**
For the City of Antioch, Pittsburg, Walnut Creek

Last Report Filed: 07/04/2019, covering expenditures through: **06/30/2019**

Agency:

Address:

Program:

Program Year: 2018-19

Invoice Period: 06/30/2019 -

Invoice Amount: **\$0.00**

Import from S&U report

6. Type in your name and email at the bottom and **Click Here to Submit Invoice.**

Expenditures reported in this statement are in accordance with our contract agreement and are taken from our books of account which are supported by source documentation.

All federal and state taxes withheld from employees for this reporting period were remitted to the appropriate government agencies. Furthermore, the employer's share or contributions for Social Security, Medicare, Unemployment and State Disability insurance, and any related government contribution required were remitted as well.

Prepared By: Email: Date: 09/11/2019

Authorized By: Title: Email:

Name of Authorized Signatory with Signature on File

This Invoice must be filled out and submitted electronically, AND must be printed, signed, and mailed to the City of Walnut Creek. After submitting the invoice, go to the reports screen, select the print option for this invoice, print it out, and follow the mailing instructions on the form.

- Once the Request for Reimbursement has been submitted electronically, a hard copy needs to be printed and signed by an authorized person and sent to the CDBG program manager. Backup documents can either be mailed with the Request for Reimbursement or uploaded to City Data Services. **To print a hard copy**, go to the yellow "Reports" screen. Under "Received/Archived Reports" find the RfR (Request for Reimbursement) that you desire. Click on **View** or **Print**.

For organizations funded with CDBG money, you must print and mail a hard copy of the reimbursement request with a wet signature.

Other notes:

- Expenditures should begin in the 1st quarter. Do not wait until the later part of the fiscal year to spend your money.
- All expenses must be justifiable with backup documentation.
- All hours charged for salaries must be verifiable through the employee's time card.

If you have any questions or problems, contact your CDBG program manager.

Budget Revisions

If you need to make changes to your budget, request a Budget Revision (BR) to be initiated by contacting the CDBG program manager for you to complete. The Consortium's policy is that if any individual line item is over expenses by more than 10 percent, the budget should be revised to show the increased costs.

- The CDBG program manager at the City/County will need to initiate the budget revision request, and send back as draft for the subrecipient to access/view.
- The budget revision will show up for the subrecipient, and they can make changes now.

Assigned Reports: [Client Intake](#)
 Quarterly Progress Report
 Sources & Uses
 Expense Summary

Reports Currently Due:
 Sources & Uses, for 2 Qtr FY18-19 [Click to Complete](#) Due Jan 15, 2019
 Expense Summary, for 2 Qtr FY18-19 [Click to Complete](#) Due Jan 15, 2019

Reports Not Due Yet:
 Quarterly Progress Report, for 1 Qtr FY19-20 [Click to Complete](#) Due Oct 15, 2019

Draft Reports:
 Budget Revision, for 2019-1 [Click to Complete](#) [View or Print](#)

Reports Awaiting City/County Review:

Create a Request for Reimbursement: [Click here to create a new Request for Reimbursement](#) For FY2019-2020 Expenses Only.

Received/Archived Reports:
 Contract Information FY 2019 [Edit](#) [View or Print](#)

3. From here, the subrecipient can request adjustments, and will need to provide an explanation for the reasons for the changes.

Number of prior revisions approved: 0
 Total of approved revisions: \$0

Budget Item	Type	Original Approved Budget	Current Approved Budget	Requested Adjustment	Revised Budget	Balance After Expenditures	Notes
Executive Director	P	\$1,158.00	\$1,158.00	\$-158.00	\$1,000.00	\$1,000.00	
Programs & Operations Coordinator	P	\$3,321.00	\$3,321.00	\$-21.00	\$3,300.00	\$3,300.00	
	P	\$11,387.00	\$11,387.00	\$-6,387.00	\$5,000.00	\$5,000.00	
	P	\$65,334.00	\$65,334.00	\$-13,334.00	\$52,000.00	\$52,000.00	
	O	\$2,800.00	\$2,800.00	\$-265.00	\$2,535.00	\$2,535.00	
	O	\$8,000.00	\$8,000.00	\$12,000.00	\$20,000.00	\$20,000.00	
	O	\$8,000.00	\$8,000.00	\$-8,000.00	\$0.00	\$0.00	
	P	\$0.00	\$0.00	\$16,165.00	\$16,165.00	\$16,165.00	
TOTALS:		\$100,000.00	\$100,000.00	\$0.00	\$100,000.00	\$100,000.00	

[Add a blank Budget Line](#)

Will the proposed budget revision:

A. Yes No Substantially change the specific Clients served by the approved project activities?

B. Yes No Change the priorities and criteria imposed during the application selection process?

C. Yes No Alter the completion date of the originally proposed service?

D. Yes No Result in a decrease in services related to the local program?

For each YES answer above, include an explanation in the box below. Use lettering above to identify the response.

Explanation for any Yes answers from above

Justification for Proposed Budget Changes

Name: Title: Date: 09/11/2019

The BR sets up the new budget, but doesn't automatically change things. The correct sequence that these reports need to be completed in are:

- 1) Expense Summary: This should automatically adjust to the Budget Revision, but it should be put back as draft, opened, and re-saved/submitted. Your CDBG grant manager can send this back to draft for you.
- 2) S&U. After a BR, when you open the S&U, it will probably have the wrong budget. The correction for this is to first click the "Reload Budget" link in the upper right, save the S&U, open it again, and then Import the (now revised) ER. Then save/submit the S&U.
- 3) RfR: Now that the S&U is correct, open the RfR and import the values from the S&U.

You can sometimes get things to look like they are working properly if you don't do this whole sequence, but to be sure all the forms are correct and consistent, you have to do it in this sequence. The S&U imports from the Expense Summary, and the RfR imports from the S&U.

Daily Time Tracking Instructions

The purpose of the Daily Time Tracking Sheet is to ensure that each agency meets HUD's requirement for tracking actual hours worked on a CDBG funded program. It is not intended to replace your existing timekeeping process but, in conjunction with staff timesheets, will provide support for those hours reported on your expense summary. Time Tracking Sheets should be uploaded to CDS with the expense summary and submitted with each demand.

1. **CDS Staff List:** Your staff list in the CDS database should be updated to include the information required under "CDBG Activities". This should be a very detailed description of the actual day-to-day duties of each staff person covered by funding. For instance, it may include "answering phones, client intake, file maintenance, response to correspondence" etc.
2. **If staff works on only one program:** Indicate the name of the CDBG program in the "Program" column and enter the jurisdictions providing funding in the "Jurisdiction" column. Each day, enter the number of hours worked assisting clients from each funding jurisdiction. The hours spent serving any clients that are not within a funding jurisdiction, should be included under "other." The "Total Hours Worked" should be the total hours for the entire day.
3. **If staff works on more than one program:** Indicate the name of the CDBG funded program in the "Program" column and enter the jurisdictions providing funding in the "Jurisdiction" column. Each day, enter the number of hours worked assisting clients from each funding jurisdiction. The hours spent serving any clients **under this program** that are not within a funding jurisdiction, should be included under "other". Enter the name(s) of any other programs staff works on in the "Program" column and indicate the total

hours worked on each program. The “Total Hours Worked” should be the total hours for the entire day.

The Consortium recognizes that these new time tracking requirements may place a burden on Subrecipients and their staff. However, it is not necessary for CDBG funds to be used only for staff costs. For example, funds can be allocated to operating expenses including rent, utilities, and insurance. In most cases, operating expenses may be easier to document than staff salaries and benefits. However, if your agency provides more than one program you must submit verifiable documentation on how you determined the percentage/amount charged to the CDBG funded program. If you are interested in changing how you want to allocate CDBG funds, you should contact one of the Consortium members for assistance.

Here is an example of an agency with one program:

Organization Name:																																			
Month: July, 2014																																			
		Day of Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	
Program	Jurisdiction																																		
Homeless Prevention	County	3	1	2																															6
	Walnut Creek	3	0	2																															5
	Pittsburg	1	4	1																															6
	Concord	1	1	3																															5
	Other	0	2	0																															2
Total Hours Worked		8	8	8																															
Employee/Date:																																			
Supervisor/Date:																																			

And here is an example of an agency with two programs:

Organization Name:																																	
Month: July, 2014																																	
	Day of Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
Program	Jurisdiction																																
Homeless Prevention	County	1	2	3																													6
	Walnut Creek	1	0	2																													3
	Pittsburg	0	0	2																													2
	Concord	2	1	0																													3
	Other	0	1	0																													1
Vocational Services	N/A	2	1	0																													3
Subs. Abuse	N/A	2	3	1																													6
Total Hours Worked		8	8	8																													
Employee/Date:																																	
Supervisor/Date:																																	